



Philadelphia Homeownership Center

U.S. Department of Housing and Urban Development

The Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107-3389

CIRCULAR LETTER PH 99-09

September 28, 1999

TO: All Approved Mortgagees Doing Business in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia

FROM: Morris E. Carter, Director, Philadelphia Homeownership Center, 3AHH

SUBJECT: Section 203(k) Closeout Requirements

Effective for Section 203(k) cases endorsed on or after October 1, 1999 the Section 203(k) closeout package is to be sent to:

U. S. Department of Housing & Urban Development
Attn: Section 203(k) Closeout
Richmond Field Office
The 3600 Centre
3600 West Broad Street
Richmond, VA 23230-4920

Packages for cases endorsed prior to October 1, 1999 should continue to be sent to:

U. S. Department of Housing & Urban Development
Philadelphia Homeownership Center
Attn: Technical Support Branch
The Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107-3389

The documents to be sent are outlined on the attached checklist. Each package shall contain a checklist outlining submitted documents, case number, property address, and lender name, address and contact.

We appreciate your cooperation in the implementation of this policy. If you have questions regarding this, you may contact (215) 656-0578, option 6

Case Number _____
Property Address _____
City, State _____

SECTION 203(k) CLOSEOUT CHECKLIST

The following list of documents are required to complete the 203k rehabilitation mortgage process:

- ◆ FINAL RELEASE NOTICE ☐
- ◆ MORTGAGOR'S LETTER OF COMPLETION ☐
- ◆ DRAW REQUEST FORM(S) (INTERIM & FINAL) ☐
- ◆ REHABILITATION INSPECTION REPORT(S) ☐
- ◆ LENDERS ACCOUNTING OF 203k REHABILITATION FUNDS ☐
- ◆ CHANGE ORDER(S) OR CHANGE ORDER LETTER (IF REQUIRED) ☐
- ◆ PAYMENT LEDGER (IF REQUIRED) ☐
- ◆ EXTENSIONS FOR COMPLETION LETTER (IF REQUIRED) ☐
- ◆ CONTINGENCY RELEASE LETTER (IF REQUIRED) ☐

Lender Name _____
Lender Street Address _____
City, State, Zip _____
Contact Person _____
Telephone Number _____